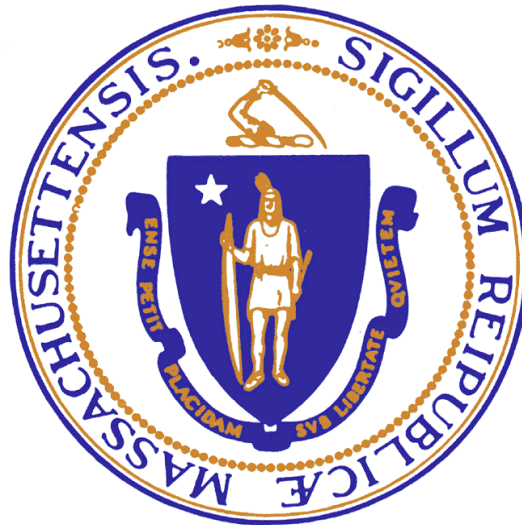


EXECUTIVE OFFICE OF PUBLIC SAFETY & SECURITY

DEPARTMENT OF FIRE SERVICES

STUDENT AWARENESS OF FIRE EDUCATION & SENIOR SAFE GRANT APPLICATION FY 2017



Charles D. Baker
Governor

Daniel Bennett
Secretary of Public Safety & Security

Peter J. Ostroskey
State Fire Marshal

DEPARTMENT OF FIRE SERVICES
P.O. BOX 1025 – STATE ROAD
STOW, MASSACHUSETTS 01775
Telephone: (978) 567-3380
Fax: (978) 567-3199

Table of Contents

Purpose	1
Eligibility.....	1
Funding	1
Tier Allocations	2
Submission Requirements	2
Deadline for Submission	2
Reporting Requirements	3
Required Information	3
Funding Expectations.....	5
Elements of a Successful School-Based S.A.F.E. Program.....	5
Elements of a Successful Senior SAFE Program	8
Use of Funding and Budget Information.....	10
Selection Process	11
Pass/Fail Requirements	11
Fire Districts	12
Regional or Joint Applications	12
School-based S.A.F.E. Program Grant Application.....	13-15, 17-19
Senior SAFE Program Grant Application	13-14, 16-17, 20-21
Planning Grant Application.....	13-14, 17, 19
Signature Page for Online Submission	22
Joint Agreement	23-25
School-Based S.A.F.E. Program Score Sheet.....	26
Senior SAFE Program Score Sheet	28
Planning Grant Score Sheet.....	29

Purpose: The purpose of the school-based S.A.F.E. and Senior SAFE grants are to support programs that:

- **School-based S.A.F.E.**
 - Provide fire and life safety education to school aged children in order for them to recognize the dangers of fire, including the fire hazards that smoking related materials pose.
 - Create school partnerships working together to reach the goals and objectives of the state's *Health Education Curriculum Frameworks* and the *Common Core of Learning* through teaching key fire safety behaviors.
- **Senior SAFE**
 - Provide fire and life safety education to seniors in order for them to recognize the dangers of fire, poisoning, falls and other medical emergencies including the fire hazards that smoking related materials pose.
 - Create community partnerships and collaborate with the purpose of improving fire and life safety in the homes of seniors.

Priorities: Applications funded through these grants shall address the following priorities:

- Activities that address fire and health hazards of smoking related materials.
- Activities/programs that address the key fire and life safety behaviors addressed in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*.
- Activities/programs that prevent and reduce fire and burns.
- Have trained fire and life safety educators providing education, training and programming in their communities.

Eligibility: Fire departments are eligible to apply for a Senior SAFE Grant, school-based Student Awareness of Fire Education (S.A.F.E.) Grant, or S.A.F.E. planning grant, and/ or Senior SAFE grant per the following guidelines:

- All municipal fire departments/ fire districts may apply for the Senior SAFE grant.
- Cities or towns whose fire department or fire district had a S.A.F.E. Program Grant in any of the Fiscal Years 2012-2016 *is* eligible to apply for the School-based S.A.F.E. Program Grant. Fire departments with ongoing programs may utilize grant resources to enhance their current efforts by adhering to the S.A.F.E. program's guidelines. F
- Fire departments or fire districts that have not had an active school-based S.A.F.E. program in any of the Fiscal Years 2012-2016 are eligible to apply for a Planning grant.

Planning Grants: School-based S.A.F.E. planning grants will be awarded based on available funds. It is anticipated that \$1,500 will be the award for planning grants. Planning grants can be awarded once, and then fire departments/districts must apply for program grants.

Funding: Departments shall use funds to adopt and carry out fire and life safety education in their community. One-half of the budget of a school-based S.A.F.E. grant must be devoted to the core school based program. Senior SAFE is primarily for the education of the senior population. To be eligible for this grant the fire department must partner with a community organization that works directly with seniors.

School-based S.A.F.E. Grants Tiers

Tier	Amount	Population
1	\$2,600	0-4,999
2	\$3,500	5,000-14,999
3	\$4,100	15,000-29,999
4	\$5,200	30,000-49,999
5	\$6,500	50,000-89,999
6	\$10,200	90,000-499,999
7	\$13,600	Over 500,000

Senior SAFE Grant Tiers

Tier	Amount	Population
1	\$1500	0-4,999
2	\$1800	5,000-14,999
3	\$2000	15,000-29,999
4	\$2200	30,000-49,999
5	\$2400	50,000-89,999
6	\$2600	90,000-499,999
7	\$2800	Over 500,000

Grant funding is based on a tiered amount. Fill out the budget page with the requested amount determined by your population.

Program Period:

The grant award funds shall be expended within 12 months of the date of the award letter and the required reports submitted within 14 months of the award letter.

Submission and Deadline Requirements:

Submit an ORIGINAL and ONE COPY of your completed application ONLY for each grant, unless submitting online. Applications must be received **no later than 5:00 PM on Friday, August 26, 2016** by mail or hand delivery to:

Department of Fire Services
P.O. Box 1025, State Road
ATTN: 2016 S.A.F.E. Program
Stow, MA 01775

No extensions beyond the aforementioned deadline will be granted. Faxed applications are NOT acceptable. A “wet signature” must be mailed to DFS in addition to the online submission.

THE APPLICATION IS AVAILABLE ON-LINE ON OUR WEBSITE AT THE LINK BELOW

[S.A.F.E. and Senior SAFE Grant Applications](#)

Reporting Requirements:

Fiscal Year 2017 Funds

The time period to spend Fiscal Year 2017 S.A.F.E. and Senior SAFE grant funds will expire on December 31, 2017. At that time, grantees will be able to apply for a one time 6-month extension to spend those funds, which shall include a plan on how the extended funds will be utilized. At the close of the single extension all unexpended funds must be returned to the Commonwealth and a Final Budget Worksheet submitted.

Fiscal Year 2016 S.A.F.E. Funds

Communities have until December 31, 2016 to spend their Fiscal Year 2016 funds. Year end reports will be due by January 31, 2017. Communities may request a one-time six-month extension with their completed Year-End Report.

Unexpended Grant Fiscal Year 2015 Funds and Prior Years

In accordance with guidance from the Office of the State Comptroller, the time period to spend Fiscal Year 2015 (or any prior year) balance has expired. Any unexpended Fiscal Year 2015 (or prior year) funds must be returned to the Department of Fire Services. Please coordinate with your financial official to arrange for the return of these funds to DFS as soon as possible.

Compliance Review

The Department of Fire Services will conduct compliance reviews to a number of communities to ensure that communities are complying with the requirements of the S.A.F.E. Program and to provide technical assistance.

Contact:

For assistance in the conceptualization or formulation of your program or application, please contact Cynthia Ouellette via email at Cynthia.ouellette@state.ma.us or by telephone at (978) 567-3381.

Required information: Departments must submit the following information: (If departments are applying for both grants, submit only one copy of the Community Data and Demographics sheets.)

School-based S.A.F.E.:

1. Community Data Sheet (Page 13)
2. Community Demographics (Page 14)
3. School-based Mission Statement (Page 15)
4. Budget Formulation Worksheet (Page 17)
5. Budget and Program Narrative (Page 18-19)
6. Copy of student evaluation tool
7. Copy of instructor/educator evaluation tool.

Senior SAFE:

1. Community Data Sheet (Page 13)
2. Community Demographics (Page 14)
3. Senior SAFE Mission Statement (Page 16)
4. Budget Formulation Worksheet (Page 17)
5. Budget and Program Narrative (Pages 20-21)

Planning grant: See page 13

1. Community Data Sheet (Page 13)
2. Community Demographics (Page 14)
3. Budget Formulation Worksheet (Page 17)
4. Budget and Program Narrative (Page 18-19)
5. Your program must have one school-based and one community-based activity.

Joint Grants: See page 12

1. Community Data Sheet for each fire department or district (Page 13)
2. Community Demographics for each fire department or district (Page 14)
3. Signed Joint Agreement (Page 23)
4. **This in addition to the application requirements listed above.**

Funding of your S.A.F.E. Grant will be contingent upon submitting a fully complete application and the following:

For School-Based S.A.F.E. Program Grants

- Your completion of any outstanding Year-End Reports including your Final Budget Worksheet where extensions were obtained.
- Documented partnership with schools or other agencies involved with your target audience.
- Your program must address the fire risk of smoking materials.
- Your program must list the key fire safety behaviors to be taught by age group.
- One half of the budget must be devoted to the core school-based program.
- One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2017.
- Your program must include a method for documenting student and educator evaluations.

For Senior SAFE Grants:

- Your partnership with other elder service agencies involved with your target audience.
- Your program must address the fire risk of smoking materials.
- Your program must list the key fire safety behaviors.
- One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2017.
- Installation programs must include a documented educational component.
- All installers must be trained to provide in-home fire safety education.

For Planning Grants

- One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2017.
- Your program must have one school-based and one community-based activity.

Elements of a Successful School-Based S.A.F.E. Program

A. Joint Planning - S.A.F.E. requires collaborative effort among the fire service, educators, and other outside agencies.

B. Written Agreement – In order to implement S.A.F.E., a written agreement between the head of the fire department and school officials is required. All parties must sign the mission statement included in the application section demonstrating each agency's commitment to S.A.F.E. and to achieving the goals outlined in the application.

C. Firefighter/Educator Selection – The high quality of the educator is the foundation of the S.A.F.E. Program.

D. Firefighter/Educator Training – The success of the lessons delivered and the partnership with the school relies on well-trained educators. S.A.F.E. educators must be properly trained in classroom management and presentation techniques in order to be credible in the classroom. The skills developed as a result of the training provided to educators by the Massachusetts Firefighting Academy (MFA) will ensure program consistency and quality. Every S.A.F.E.

program should have a lead educator that has completed the MFA's 5-day *Public Fire and Life Safety Educator* course or plans to enroll the lead educator as part of the grant application. The course provides training in classroom management techniques, child and adult development, lesson planning, public speaking, and program evaluation skills. Through these instructions, the educator will develop a working knowledge of existing fire safety education curricula, trends, theories and the elementary and secondary curriculum frameworks.

E. Budget Narrative

Summarize how you plan on spending your S.A.F.E. grant.

Include the following in your proposed Fiscal Year 2017 grant:

- Based on your budget page, explain how this grant will be spent, including how 50% will be spent on educating students.
- Include an explanation about your audience. Describe how you will deliver your program (e.g. two classroom visits to each of 15 third grades followed up with a visit through the fire safety house).

F. Program Narrative

Summarize your program:

- Describe which Key Fire Safety Behaviors you will address as outlined in the *Massachusetts Fire and Safety Education Curriculum Planning Guidebook*. Include how you will address the fire risk of **smoking materials** (cigarettes, pipes, lighters, matches, etc.)
- What nationally recognized fire safety curricula you will draw your lessons from.
- Describe your instructional methods used to teach fire safety to your students.
- What community events, if any, will you be participating in this year?
- Describe how you will conduct student evaluations (this must be written). Describe how you will conduct program/educator evaluations.

Descriptions of Categories Required in the Narrative

G. Curriculum – A core curriculum for the S.A.F.E. program consists of any nationally recognized fire safety curriculum or any suitable combination of nationally recognized curricula. The program should contain a segment concentrating on the dangers associated with fire, the result of the unsafe use and improper disposal of smoking-related materials, and discussion of the harmful effects of smoking-induced illness from the EMT/Firefighter perspectives. The *Massachusetts Fire and Safety Education Curriculum Planning Guidebook* is available to the educator. The *Guidebook* outlines the key fire safety behaviors by age group. Please specify the key fire safety behaviors you will be teaching to each age group in your goals and objectives and on your activity sheet.

H. Classroom Instruction – School-based programs must be the core of a successful S.A.F.E. Program. Other activities such as reaching parent organizations are recognized as supporting the core program. ***Individual classroom instruction is more effective than assembly-type programs. While assembly or auditorium style presentations are sometimes the only option the school offers, they are less effective and thus discouraged except in combination with individual classroom visits with the same students.*** Programs that reach the same students multiple times are most effective as more key fire safety behaviors can be taught and reinforced in multiple visits

than in a single visit or in a large assembly. Programs that use their resources to reach a larger percentage of the school-age population have a greater impact in their community. **One-half of the budget must be devoted to the core school-based program.** Priority will be given to programs that provide classroom-based instruction; have multiple contacts with individual students; reach a larger percentage of the school-based population; and clearly articulate the key fire safety behaviors that will be taught at each grade level.

I. Student Evaluation- All S.A.F.E. programs must include a method of conducting and documenting student evaluations. Recognizing that in most communities there is not time or resources to conduct a thorough evaluation of each grade, fire and school departments are encouraged to **select one grade** and consistently evaluate that grade from year to year. **In large communities a representative sample is acceptable.**

Written results (statistics) must be summarized in the required year-end report. Please submit a copy of the evaluation instrument that you plan to use with the grant application (test, rubric, checklist, etc.). Evaluations can take the form of:

- written pre and post-tests;
- post-tests only;
- homework assignments (evaluated by a checklist or rubric);
- essays (evaluated by a checklist or rubric);
- completed home escape plans (evaluated by a checklist or rubric); or
- written documentation of successful demonstration by each student of a key behavior (e.g., so that you can summarize how many students successfully demonstrated stop, drop and roll, how many required coaching, and how many did not demonstrate at all.)

Use of the DFS Evaluation Tools

In 2010, the Department of Fire Services (DFS) delivered to the fire service a 3rd Grade Evaluation Tool. In 2012 DFS rolled out a new 6th grade evaluation tool. In 2013, a 10th grade evaluation tool was created. Communities are encouraged to use these tools in order to develop a consistent statewide evaluation of the S.A.F.E. Program across the state. If you plan to use either the 3rd, 6th, or 10th grade evaluation tools, **please attach a copy, just the cover sheet (not the whole test) with your application** and indicate your intention to use the evaluation on your activity worksheet.

J. Firefighter/Educator Evaluation – Procedures to monitor and evaluate the S.A.F.E. educator's classroom performance are important to the success of the S.A.F.E. Program and must be included. This helps to ensure that the S.A.F.E. curriculum is presented accurately and effectively and that it is adequately tied into curriculum framework objectives. Educator and course evaluations must be utilized to assess presentation, content, and educator effectiveness. Teacher feedback on specific lesson plans or presentation styles is an important component of the collaboration. **Please submit a copy of the instructor evaluation tool you plan to use.**

K. Informal Educator/Student Interaction – In addition to formal classroom teaching, S.A.F.E. educators need to spend time interacting with students informally. This provides students with an opportunity to become acquainted with the firefighter. The firefighter becomes a trusted friend and mentor: someone a student can turn to if he or she is experiencing difficulty.

L. Teacher Orientation – In order to function effectively in the classroom, the educator needs the support and understanding of teachers. S.A.F.E. educators need to meet with teachers to explain their role and to discuss how they can work together to reach the program's objectives.

Knowing the classroom teacher's learning objectives can help the S.A.F.E. educator integrate the lesson into what is currently happening in the classroom.

M. In-Service Training –The program will provide opportunities for regular in-service training for the S.A.F.E. educator. The emphasis on continued training ensures that the skills are reinforced and the S.A.F.E. educator is kept informed of the latest teaching methods and program initiatives. The Department of Fire Services is planning to conduct a series of single and multi-day workshops. In addition to skill development, these workshops will provide an opportunity for on-going program evaluation and peer review of implementation techniques.

N. Community Presentations – Firefighters, educators and others committed to the success of this effort must ensure that the program is visible and widely accepted. The intent is to promote community understanding, acceptance and support by establishing coalitions that are essential for S.A.F.E.'s successful implementation. While the classroom-based program is at the core, programs that include parents, grandparents and the larger community in supporting the classroom-based program can be key to its success.

O. Policy Initiative – Fire departments, school departments, local boards of health and councils on aging are encouraged to collaborate whenever appropriate to promote a fire safe environment.

P. Role Model – Because S.A.F.E. educators are role models for impressionable youth, care should be taken that students do not see those few remaining firefighters who smoke in the act of smoking while on-duty or in uniform whether it be near the fire station, the school, or out in the community.

Q. MFIRS –MGL Chapter 148, Section 2 requires participation in the Mass Fire Incident Reporting System (MFIRS).

Elements of a Successful Senior SAFE Program

A. Joint Planning – Senior SAFE requires a collaborative effort among the fire service, educators, and other outside agencies. The goal of the Senior SAFE program is to encourage fire departments to collaborate with other senior service agencies in the community such as the Council on Aging, Senior Centers, Meals on Wheels, Boards of Health, Visiting Nurses, Home Health Aides or Home Visitor Programs.

B. Written Agreement – In order to implement Senior SAFE, a written agreement between the head of the fire department and the partnering elder service agency is necessary. All parties must sign the mission statement included in the application section demonstrating each agency's commitment to Senior SAFE and to achieving the goals outlined in the application.

C. Firefighter/Educator Selection – The high quality of the educator is the foundation of the Senior SAFE Program.

D. Firefighter/Educator Training – The success of the lessons delivered and the partnership with the elder service agency relies on well-trained educators. Senior SAFE educators must be properly trained in classroom management and presentation techniques in order to be credible during homes visits. The skills developed as a result of the training provided to educators by the

Massachusetts Firefighting Academy (MFA) will ensure consistency and quality. Every Senior SAFE program should have a lead educator that has completed the MFA's 5-day *Public Fire and Life Safety Educator* course or plans to enroll the lead educator as part of the grant application.

E. Narratives for Senior SAFE:

Budget Narrative

Include the following in your proposed Fiscal Year 2017 Senior SAFE Budget Narrative:

- What is your plan to address older adult fire safety? Include any home visits, presentations or installations you are planning for.
- Describe any training you intend to provide for other SAFE educators and/or non-fire department partners.
- Describe how you will plan to accomplish home visits.
- If applicable, describe training of S.A.F.E. educators and non-fire department partners.

Program Narrative

Include the following in your proposed Fiscal Year 2017 Senior SAFE Program Narrative:

- Describe which Key Fire Safety Behaviors you will address.
- Describe how you and your partnering agency will deliver your program (e.g. a series of five presentations at the senior center on different topics including: cooking safety, heating safety, and home escape planning.)
- What instructional methods will you be using? Will you be giving large group presentations? Home visits?
- If applicable, explain your plan to keep track of installations or home visits.

F. Curriculum – A core curriculum for the Senior SAFE program consists of any nationally recognized curricula or programs for older adults or the key fire safety behaviors in the *Curriculum Planning Guidebook*.

G. Group Presentations –This may include presentations to a general audience at the senior center on a series of different fire and life safety topics such as Fire of Life, fall prevention, carbon monoxide safety, fire escape planning, smoke alarms, cooking fire safety, home oxygen fire safety, smoking, electrical, and heating fire safety.

H. Home Visitors – The fire department may choose to train home visitors who already work one-on-one with older adults. Building on the established relationship, these ambassadors, once trained, can deliver fire and fall prevention messages, test smoke alarms, conduct safety checklists, or install smoke or carbon monoxide alarms or other safety devices. Visiting nurses can work one-on-one with patients to address individual fire and fall prevention issues over time, without overwhelming older patients.

I. Smoke Alarm/CO Alarm Installation Programs - The fire department and its community partner may choose to conduct a smoke alarm or carbon monoxide alarm installation program. This can include devices to alert people who are deaf and hard of hearing that there are fire or CO emergencies. Alarms must actually be installed, not merely handed out. In-home education must be a key component of the program. The education and installation may be conducted by the fire department alone, by home visitors trained by the fire department alone, or by the two

agencies together. Studies have shown that home education paired with actual installation is the most effective approach. While installation and education can be conducted by the fire department or trained service worker, a collaborative approach is believed to be most effective at building a rapport in the community.

J. Installation of Other Safety Devices – Programs may include the installation of high-end heat limiting stove-top devices and in-hood fire extinguishers as ways of addressing cooking fires, the leading cause of senior fire-related injuries. Other safety devices such as grab bars and nightlights to prevent falls or visible house numbers are also allowed.

K. Policy Initiative – Fire departments, school departments, local boards of health and councils on aging are encouraged to collaborate whenever appropriate to promote fire safe environments.

L. Role Model – Because Senior SAFE educators are role models care should be taken that seniors do not see those few remaining firefighters who smoke in the act of smoking while on-duty or in uniform, whether it be near the fire station or out in the community. Senior SAFE educators should keep in mind they are role models representing the fire department and the municipality whenever they are interacting with the public or in public view, whether on or off duty.

M. MFIRS – MGL Chapter 148, Section 2 requires participation in the Mass Fire Incident Reporting System (MFIRS). A score of 5 points will be awarded for compliance with the requirements of this reporting system.

Use of Funding and Budget Information

Budget Worksheet – Specify the total dollar amounts that you propose to spend for each budget item. The total must equal the grant amount requested. The Grand Total should be the total amount you are eligible to apply for in your tier. See page 2 of the instructions.

Limitations on the Use of S.A.F.E. Funds

Funds for programs and services provided through this grant are intended to supplement *not supplant* other funding sources. Generally, no funding will be approved for:

- Construction, office furniture (e.g. copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, rugs, etc.), and the purchase or lease of motor vehicles.
- Out of state travel or out of state lodging.
- Any existing program, salaries or other costs *unrelated* to the S.A.F.E. program.
- Code enforcement activities.
- Stipends for schoolteachers and lay personnel.
- The purchase of a Fire Safety House.

Payment Terms

The MA Department of Fire Services agrees to disburse funds on or about 10 days following the award notice. The payment schedule will be subject to the Commonwealth's funding allotment schedule, which is the methodology used to manage cash-flow statewide, and may be subject to change.

Balance of Unexpended Funds

If your community has any FISCAL YEAR 2015 or prior year unexpended funds they should be returned to the DFS, as the time to expend them has expired. Do not include any FY 2016 funds, as the time to spend those has not expired.

Selection Process:

The Division of Fire Safety will designate a team to review the grant applications.

Several items will be required on a pass/fail basis for applications to be considered. Applications that fail to include any one of these items will be returned. The applicant will have one week to provide the required information or the application will not be considered.

Pass/Fail Requirements: (see pages 26-29 for the program scoring sheet)

Pass/Fail Requirements for all applications:

1. Demographics page complete.
2. Application provides the name of an active **S.A.F.E. educator** who either holds a teaching certificate or **has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day Public Fire and Life Safety Educator (PF&LSE)** course.
3. The fire risk of **smoking materials** (cigarettes, pipes, lighters, matches, etc.) is one of the key fire safety behaviors addressed.
4. All due **past S.A.F.E. Year-End Reports have been completed and submitted.**

Additional Pass/Fail Requirements for School-based S.A.F.E. applications:

5. Authorized representatives have signed the mission statement attesting to a joint planning process and commitment to work to achieve the goals outlined in the application. For School-based S.A.F.E. both the **school** and **fire** departments must sign.
6. The **key fire safety behaviors** to be **taught at each grade level** are listed.
7. The budget justification shows a minimum of **50% of the budget supporting a school-based program.**
8. The application details how student **evaluations** will be documented and a copy of the evaluation instrument is attached.

Additional Pass/Fail Requirements for Senior SAFE applications:

1. Authorized representatives have signed the mission statement attesting to a joint planning process and commitment to work to achieve the goals outlined in the application. For Senior SAFE, both the fire department and the elder service agency must sign. Examples are: Councils on Aging, Senior Centers, Meals on Wheels, Housing Authorities, Visiting Nurses or Home Health Aid Associations.
2. The key fire safety behaviors to be addressed are listed.
3. Any installation program also provides for in-home education.

Pass/Fail Requirements for *Planning Grants*:

1. The application provides the name of an active S.A.F.E. educator who either holds a teaching certificate or **has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day Public Fire and Life Safety Educator (PF&LSE)** course.
2. The program narrative will outline one specific school-based program (such as classroom visit, fire safety house visit, assembly program) and one community program (such as an open house).

Scoring Sheets: A copy of the Scoring Sheets that will be used by the reviewers is included in this document on pages 26-29.

Allocation of Grants - A list of communities, their population tier and the amount they are eligible to apply for accompanies this application.

Fire Districts - Fire departments or districts applying for a School-based S.A.F.E. or a Senior SAFE grant are eligible to apply for the portion of the town's total eligible amount equal to the portion of the town's population they protect.

For instance, a community is divided into three districts (District 1 protects 60%, District 2 protects 25%, and District 3 protects 15% of the town's population). The town's funding amount based on population is \$4,000. District 1 would be eligible to apply for 60% of \$4,000, which is \$2,400; District 2 would be eligible to apply for 25%, which is \$1,000 and District 3 would be eligible to apply for 15%, which is \$600.

Regional or Joint Applications for Program Grants - Fire departments/districts may enter into agreement with other districts in their community, or other departments, to serve as a single provider for public fire education services. With the signed agreement (see pages 23-26) by all departments/districts in a community, a single department/district will then be eligible to receive full funding for all the departments/districts. Please complete the Community Data Sheet and Community Demographics on pages 12 and 13 for each participating fire department/district.

Online Submission – Departments who choose to submit this application online must mail a “wet copy” signature page separately (page 22). This will substitute for the signed Mission Statements. Departments must get the signatures but you only need to mail this one page. You should keep a hard copy of the Mission Statements for your own records. **You can access this form on [the S.A.F.E. Grant website.](#)**

Community Data Sheet

For Joint Grants Each Community Must Complete a Separate Community Data Sheet

Preparer Information

Name	
Title	
Organization Name	
Address	
City	
State	
Zip	
Business Phone	
Business Fax	
Email	
FDID Number	

Category: School-Based S.A.F.E. ☐

 Senior SAFE ☐

 School AND Senior SAFE ☐

Type of Grant Requested: Program Grant ☐ Planning Grant ☐ Joint Grant ☐

Signature of Authorizing Official

Fire Department, Authorizing Official and Date

Community Demographics

Total Community Population Source: Department of Fires Services from 2010 U.S. Census.		
	Public	Private
K-12 School Enrollment		
Pre-K and K		
Grades 1 and 2		
Grades 3 and 4		
Grades 5 and 6		
Grades 7 and 8		
Grades 9 and 10		
Grades 11 and 12		
Total		
Number of Schools (by type):	Public	Private
Elementary		
Middle		
High		
Total		
Population 65+		
Other High-Risk Population Targeted (specify)_____		
Total		

S.A.F.E. Educator Training

Name of Lead S.A.F.E. Educator who has completed MFA <i>Public Fire and Life Safety Educator Training</i>	
Name of Lead S.A.F.E. Educator who will complete MFA <i>Public Fire and Life Safety Educator Training</i> by June 30, 2017.	

S.A.F.E. Mission Statement School- Based S.A.F.E. Program

The following represents the *core mission* of the S.A.F.E. program:

The Student Awareness of Fire Education (S.A.F.E.) program is a fire prevention education program designed to equip elementary, intermediate, and high school students with

skills for recognizing the dangers of fire, including the fire risks smoking-related materials pose. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses.

The S.A.F.E. educator serves as a role model for impressionable youth while providing students with firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and through a core school-based program, affect a change in the behavior and the safety of the community at large.

The S.A.F.E. Program is designed to create a partnership between the school and fire departments, working jointly to reach the goals and objectives of the state's Curriculum Frameworks and the Common Core of Learning and teaching the Key Fire Safety Behaviors in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook* and to model teamwork for the students.

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

Designated Fire Official
Signature/Date

Print

School Dept. – Designated Official
Signature/Date

Print

S.A.F.E. Mission Statement

Senior Safe Program

The following represents the *core mission* of the Senior S.A.F.E. program:

The Senior SAFE program is a fire prevention education program designed to improve the fire and life safety of older adults in the Commonwealth of Massachusetts through education that addresses the unique fire risks for this age group. Some of the risks include smoking, home oxygen use, cooking, electrical and heating dangers. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses and dangers of fire associated with home medical oxygen use.

In addition, Senior SAFE will aim to improve the safety of older adult homes. Programs may include the installation of smoke and carbon monoxide alarms, testing and replacing batteries in these devices, the installation and checking of house numbers, high end heat limiting devices on stoves, in-hood stove fire extinguishers, nightlights, and other fall prevention interventions where needed to provide the at-risk older adult population in the community. In addition to installing any of these important safety devices, education specific to their circumstances is a crucial component of improving the safety of older adults at home.

The Senior SAFE educator serves as a community leader who can provide firsthand knowledge of the dangers associated with fire, age-appropriate information on preventing and surviving those fires that occur, and affect a change in the behavior of older adults.

The Senior SAFE Program is designed to create a partnership between the older adults and fire departments through established providers of senior support services such as Council On Aging, Senior Centers, Visiting Nurse Association, or other similar agencies.

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

Designated Fire Official
Signature/Date

Print

Senior Agency Partner – Designated Official
Signature/Date

Budget Category	Description	School-Based Budget Amount \$_____	Senior S.A.F.E. Budget Amount \$_____
Salary	To defray personnel costs incurred as a result of a commitment to S.A.F.E., such as replacement costs of firefighters dedicated to S.A.F.E. program initiatives. Compensation paid to employees engaged in activities affiliated with this grant may include regular salary, replacement salary, overtime, overtime replacement and other salary benefits		
Training	To provide training of personnel in any nationally recognized fire safety curriculum. Training courses and seminars sponsored by the Department of Fire Services are available. Typical expenses in this category include tuition, S.A.F.E. related in-state travel or lodging, and meal expenses. This includes training conducted by the fire department which should be listed under personnel costs.		
Equipment	Costs associated with the purchase and installation of equipment affiliated with this grant. To purchase or lease equipment to support and enhance S.A.F.E. efforts such as televisions, DVD players, and camcorders. For the Senior SAFE Program, funds may be used to purchase smoke alarms, carbon monoxide alarms, replacement batteries, tools such as drills and step ladders for installation, high-end heat limiting devices for stoves, in-hood stove top fire extinguishers, house numbers, nightlights, and other similar fall prevention devices.		
Materials & Supplies	Costs associated with any materials or supplies affiliated with the grant including: program curriculum, workbooks, DVDs, videos, handouts, classroom supplies, T-shirts, bumper stickers, and other educational or promotional materials.		
Other	To purchase miscellaneous and/or incidental items related to the successful implementation of the S.A.F.E. program.		
Total	The total should be the total amount you are eligible to apply for in your tier.		

Balance of Unexpended Fiscal Year 2015 Funds \$_____

(Any Unexpended funds should be returned to DFS)

Chief's signature

Date

Budget Narrative for School-Based S.A.F.E. Grants

How are you going to spend your **S.A.F.E. grant**? Explain what you will be spending your grant on. Identify how at least 50% of your school based grant will be spent educating students. Include the attached budget sheet for both the school based and senior based grants.

Describe how you will use your grant money? (Personnel costs, supplies, etc.) Explain how at least 50% will be spent on educating students.

Who is your audience? (Include grades, ages, number of classrooms you intend on visiting, number of visits to each classroom, etc.)

Program Narrative For School-Based S.A.F.E. Grants

What will your program look like?

What are the Key Fire Safety Behaviors you will address during the year? Include how you will address the fire risk of **smoking materials** (cigarettes, pipes, lighters, matches, etc.).

What curricula will you be using?

What instructional methods will you be using?

What other community events will you be sponsoring or involved with?

What is your plan to evaluate your program? Be specific. Attach both the student and teacher evaluation forms you will use to this application. **If you are using the 3rd, 6th or 10th grade evaluations, attach only the cover sheet.**

Budget and Program Narrative for Senior SAFE Grants

How are you going to spend your **Senior SAFE** funds? Explain what you will be spending your grant on.

What is your plan to address older adult fire safety? (Home visits, senior center visits, installations of smoke alarms or other safety devices) Explain.

Describe any training you intend to provide for other SAFE educators and/or non-fire department partners.

What are the Key Fire Safety Behaviors you will address during the year?

Explain how you will work with your partnering agency to deliver fire safety information.

What instructional methods will you be using?

What is your plan to keep track of smoke alarm installations or home visits? Please explain.

For Online Submission Only

Signature page must be mailed to: Department of Fire Services

P.O. Box 1025, State Road
Stow, MA 01775
ATTN: 2017 S.A.F.E. Program

I hereby acknowledge that I have reviewed and approved the above grant and budget application and the information provided herein is, as of this date, true and accurate.

Signature – Chief of the Fire Department

Date

For the School-based S.A.F.E. grant:

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

Signature - Designated Fire Official

Date

Print Name

Title

Signature - Designated School Department Official

Date

Print Name

Title

For the Senior SAFE Grant:

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

Signature - Designated Fire Official

Date

Print Name

Title

Signature - Designated Senior Agency Official

Date

Print Name

Title

Joint Agreement Between

The Department of Fire Services

And

The S.A.F.E (Student Awareness of Fire Education) Grant Recipients

Senior SAFE Grant Recipients

(To be completed only by Communities/ Districts submitting joint applications)

This agreement is entered into by and between the Commonwealth of Massachusetts,
Department of Fire Services, State Road, Stow, Massachusetts and the City/Town of
_____, as principal acting on behalf of itself and the City/Town(s)
of _____, _____,
_____, beneficiaries and regional grant recipients. This agreement is
for:

Student-based S.A.F.E. _____

Senior SAFE _____

Both _____

In exchange for mutual promises contained herein, as good and sufficient consideration,
the receipt and sufficiency of which are hereby acknowledged, the parties are agreed as follows:

TERMS AND CONDITIONS

I) The Department

A) The Department of Fire Services shall provide S.A.F.E. grant monies, in the amount
of \$ _____, in accordance with the funding formula provided for in the regional
SAFE grant application, incorporated herein by reference.

B) This money is intended to be used for public fire education services to be provided by
the principal for itself and all its beneficiaries. The total grant award as provided, above, and

shall be the total sum award for the principal and its beneficiaries as determined by the SAFE grant formula provided in the grant application.

II) The Principal and Beneficiaries

A) The principal and its beneficiaries agree to enter into any necessary agreements necessary to effectuate the purpose of the grant award and the terms of this agreement, including but not limited to, the execution of contracts related to the grant.

B) The principal and beneficiaries, expressly warrant that they will abide by the terms of the S.A.F.E. grant and this agreement in exchange for the grant award monies provided for and referenced herein. The beneficiaries will “forgo funding” for their respective communities in exchange for their receipt of services as provided herein.

So Agreed:

For the Department of Fire Services:

Peter J. Ostroskey, State Fire Marshal

Date

For the Principal: City/Town of _____

Designated Signature Authority

Print Name and Title

Date

For the Beneficiaries:

City/Town of: _____

Designated Signature Authority

Print Name and Title

Date

City/Town of: _____

Designated Signature Authority

Print Name and Title

Date

City/Town of: _____

Designated Signature Authority

Print Name and Title

Date

Required Information

School-Based S.A.F.E. Grant Part 1 This Plan must include all of the following:	Yes	No	Partial Information	Comments	Met All Requirements
Demographics					
PFALSE Trained member Name: _____ Or: Name of member to complete PFALSE by June 30, 2017 _____					
Past Year-End reports complete					
MFIRS Complete					
Budget page signed by the chief or signature page included					

SAMPLE

Required Information

School-Based S.A.F.E. Grant Part 2	Yes	No	Partial Information	Comments	Met All Requirements
Documented School Partnership: Signed by the chief and superintendent of schools					
Part 3 Narratives Does the plan include a descriptive narrative which includes ALL of the following components: 1. Explanation of how 50% is spent on students. 2. How the grant money is going to be spent. 3. Who is the audience? 4. Grades and students visited. 5. Key fire safety behaviors including the dangers of smoking and smoking materials. 6. What curricula will be used? 7. What instructional methods will be used? 8. What is the plan for both student and teacher evaluations. 9. Any community activity?					

SAMPLE

Required Information

Senior SAFE Grant Part 1 This Plan must include all of the following:	Yes	No	Partial Information	Comments	Met All Requirements
Demographics					
PFALSE Trained member Name: _____ Or: Name of member to complete PFALSE by June 30, 2017 _____					
Past Year-End reports complete					
MFIRS Complete					
Budget page signed by the chief or signature page included					

SAMPLE

Required Information

Senior SAFE Grant	Yes	No	Partial Information	Comments	Met All Requirements
Part 2 Documented Partnerships signed by the senior agency partner and the chief.					
Part 3 Narratives Does the plan include al descriptive narrative which includes ALL of the following components: 1. Plan to address older adult fire safety. 2. Training for non-fire home visitors. 3. What Key Fire Safety Behaviors will be taught? 4. Description of working with the partnering agency. 5. What instructional methods will be used? 6. A plan to keep records for installations.					

SAMPLE